

**CIVILIAN LEADERSHIP BOARD (CLB):**

- 01,
- 01A,
- 00A,
- OS/00C

**CLD ADMINISTRATOR:** LEAD125

**CLD OOS CONSULTANT:** OS2E1

**CLD WORKING GROUP:**

- LEAD12
- LEAD125
- 00G
- OTE2SUP
- ETE432
- ETS23
- ETE51
- 00GR
- OS24
- 00G4
- SHOP5
- OS2E1 - Personnel Advisor

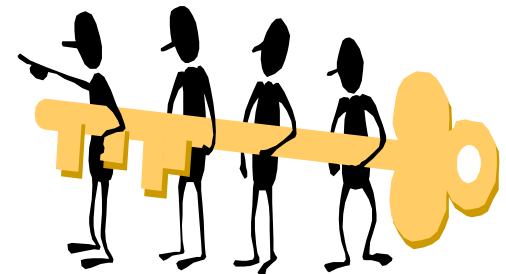
*Look for a complete list and phone extensions on E-mail under the CLD Bulletin Board*

## CLD PROGRAM

### Program Civilian Leadership Development



*Your key to career development and advancement in today's challenging world*



**A Key to the Future**

# What is CLD?



*A Department of the Navy critical issue. A “voluntary” leadership training system. A method for career advancement. Open to all employees.*

## How CLD Works?

Take the 360° assessment. Select a mentor. Develop an Individual Development Plan. Follow the CLD continuum. Periodic assessments. Continuous participation.

## What Can It Do For Me?

Expand knowledge. Demonstrate capabilities. Increase visibility. Provide career development guidance. Network contacts. Career enhancement.

## What Can It Do For Me As A Supervisor?

Exercise coaching skills. Increase worker dedication. Increase creativity and risk taking. Improve morale. Increase productivity. Facilitate personal advancement.

## What Is Participants' Role?

Let someone know your desire to participate. Volunteer to take the 360° assessment. Select a mentor(s). Write an Individual Development Plan (ILDP). Be an active partner.

## What Type Of Training Does CLD Offer?

Competency-based training. Continuous learning. Low-cost, no-cost activities. Creative funding with existing resources.

## What Can It Do For Me As A Mentor?

Help to keep pulse on organization. Source of data, feedback and fresh ideas. Attract the best employees to mentor's work area. Grow future managers.

## What Does A Mentor Do?

Identifies career goals. Helps develop a road map. Offers feedback on strengths and needs. Points out opportunities. Encourages and motivates. Provides organizational perspective.

## How Is Training Funded?

Command funded. Uses creative training practices to minimize cost.

## How Do I Enroll As A CLD Participant?

Volunteer to take the 360° assessment. Take the assessment. Obtain a mentor. Develop/plan training/development activities (ILDP). Dedicate time and energy to develop skills. Reassess and modify as needed.

*Fill out the enclosed form “Keys for Success” and volunteer to be a participant in the CLD Program.*

## What Is A 360° Assessment?

A process that enables your peers, subordinates, supervisor and co-workers to evaluate behavioral areas directly related to leadership competencies. Feedback provides strengths, weaknesses and suggestions for development of targeted competencies.

## How Do I Volunteer To Be A Mentor?

Contact designated CLD Administrator. Attend training. Obtain participant. Plan training/development activities. Dedicate time and energy.

*Fill out the enclosed form “Train the Trainer” and volunteer your talent and expertise to be a mentor for CLD participants.*

**TRAIN THE TRAINER/MENTOR APPLICATION FORM**



**VOLUNTEER TO BE A MENTOR**



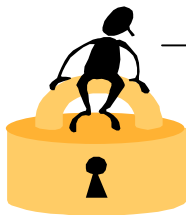
*“Train the Trainer”*

NAME

TITLE/GRADE

DIVISION CODE/PHONE

EXPLAIN BRIEFLY WHY YOU WOULD LIKE TO BE A MENTOR



Turn in to Lead125 or send via E-mail. Application and  
Additional Information Available on CLD Bulletin Board.

**CLD PARTICIPANT APPLICATION FORM**



**VOLUNTEER TO BE A CLD PARTICIPANT**



*“Keys for Success”*

NAME

TITLE/GRADE

DIVISION CODE/PHONE

EXPLAIN BRIEFLY WHY YOU WOULD LIKE TO BE A PARTICIPANT



Turn in to Lead125 or send via E-mail. Application and  
Additional Information Available on CLD Bulletin Board.

***CLD PROGRAM***

***“TRAIN THE TRAINER”  
AND  
“KEYS FOR SUCCESS”***

***APPLICATION  
FORMS***

